ServeNebraska
2015-2016 AmeriCorps Reporting Due Dates

DATE	ITEM	REPORT INCLUDES or LOCATION OF EVENT
OCT 1, 2015	Member Hours	Submit member hours in My Service Log through Sept. 30
OCT 20, 2015	1st Periodic Expense Report 1st Program Match Report	Expenditures and Program Match September 1-30, 2015 My Service Log
NOV 1, 2015	Member Hours	Submit member hours in My Service Log through Oct. 31
NOV 13, 2015	AmeriCorps Program Leaders Meeting	In-Person (TBA)
NOV 20, 2015	Periodic Expense Report Program Match Report	Expenditures and Program Match October 1-31, 2015 My Service Log
NOV 30, 2015	Last day to enroll full-time AmeriCorps members	E-grants System
DEC 1, 2015	Member Hours	Submit member hours in My Service Log through Nov. 30
DEC 15, 2015	1st Progress Report	Update on key demographics and Performance Measures through November 30, 2015 – My Service Log
DEC 20, 2015	Periodic Expense Report Program Match Report	Expenditures and Program Match November 1-30, 2015 My Service Log
JAN 2, 2016	Member Hours	Submit member hours in My Service Log through Dec. 31, 2015
JAN 20, 2016	Periodic Expense Report Program Match Report	Expenditures and Program Match December 1-31, 2015 My Service Log
FEB 1, 2016	Member Hours	Submit member hours in My Service Log through Jan. 31
FEB 19, 2016	AmeriCorps Program Leaders Meeting	In-person
FEB 20, 2016	Periodic Expense Report Program Match Report	Expenditures and Program Match January 1-31, 2016 My Service Log
March 1, 2016	Member Hours	Submit member hours in My Service Log through Feb. 29
MAR 15, 2016	2nd Progress Report	Update on key demographics and Performance Measures through February 28, 2016
MAR 20, 2016	Periodic Expense Report Program Match Report	Expenditures and Program Match through Feb 1-29, 2016
MAY 31, 2016	Last day to submit budget modifications	
APR 1, 2016	Last day to enroll half-time AmeriCorps members	
APR 1, 2016	Member Hours	Submit member hours in My Service Log through March 31
APR 20, 2016	Periodic Expense Report Program Match Report	Expenditures and Program Match March 1-31, 2016 My Service Log
APR 22, 2016	AmeriCorps Program Leaders Meeting	Conference Call/Webinar
MAY 1, 2016	Member Hours	Submit member hours in My Service Log through April 30
MAY 20, 2016	Periodic Expense Report Program Match Report	Expenditures and Program Match April 1-30, 2016 My Service Log
JUN 1, 2016	Last day to enroll reduced half-time AC members	
JUN 13, 2016	Last day to enroll minimum time AC members	
JUN 15, 2016	3rd Progress Report	Update on key demographics and Performance Measures through May 31, 2016
JUN 20, 2016	Periodic Expense Report Program Match Report	Expenditures and Program Match through May 1-31, 2016 My Service Log
JUN 24, 2016	AmeriCorps Program Leaders Meeting	In-person (TBA)
JUL 1, 2016	Member Hours	Submit member hours in My Service Log through June 30
JUL 20, 2016	Periodic Expense Report (PER) Program Match Report (PMR)	Expenditures and Program Match June 1-30, 2016 My Service Log
AUG 1, 2016	Member Hours	Submit member hours in My Service Log through July 31
AUG 20, 2016	Periodic Expense Report (PER) Program Match Report (PMR)	Expenditures and Program Match July 1-31, 2016 My Service Log
SEP 1, 2016	Member Hours	Submit member hours in My Service Log through August 31
SEP 15, 2016	FINAL Progress Report	Update on key demographics and Performance Measures through August 31, 2016

DATE	ITEM	REPORT INCLUDES or LOCATION OF EVENT
SEP 20, 2016	FINAL Periodic Expense Report FINAL Program Match Report	Final Expenditures and match August 1-31, 2016 *Submit listing of other federal funds used in operation of program to ServeNebraska including, the federal grant #, federal agency/dept., CFDA#, and dollar amount of expended funding.
OCT 1, 2016	Member Hours	Submit member hours in My Service Log through August 31, 2016
OCT 20, 2016	*Periodic Expense Report *Program Match Report	**Must notify ServeNebraska end of September and complete if your program has August 2016 final costs processed in September 2016. Final Expenditures and Program Match for August 1-31, 2016 only.
OCT 31, 2016	AmeriCorps Grant Closeout Documents	Submit AmeriCorps grant closeout documents to ServeNebraska Office
DEC 31, 2016	Program Evaluation DUE	Submit Program Evaluation to ServeNebraska Office